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16 November 1951

MEMORANDUM FOR: Assistant Director, Training (Covert)

SUBJECT : TMS Responsibility for Improvement of Instruction

1. The assigned mission of the Training Materials Staff includes the function of assisting in the improvement of instruction. In addition to the material support, presently offered by TMS, this responsibility can be discharged through a three-point program of:

a. Conduct of an instructor training course emphasizing effective instructional techniques and methods and the use of audio-visual aids.

b. In cooperation with individual instructors, a continuing review of current lesson plans for the purpose of recommending improvements in the instructional methods used and the development of more effective training aids.

c. In cooperation with the individual instructors, analyzing new instructional problems and recommending appropriate training methods and aids during the period of construction of new lesson plans.

2. The attachments to this memorandum outline these three functions in more detail including the kind of approach which is a standard procedure in the educational field and the portions of this procedure which TMS should perform within the limits of its mission.

3. The ultimate plan within TMS to meet this mission is to provide a "team" attack on a given instructional problem to assist and render advice to the instructor. The "team" will consist of a training methods specialist, a photographic aids specialist, a graphic aids specialist, motion picture director and a map training specialist. These, of course, will be "backed" by an aids production staff.

4. The only qualified member of this team aboard is the training methods specialist. This specialist, [redacted] will complete his training by 1 December.

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5. Considering your instructions to me concerning the instructor training course, TMS can begin in December to review the training techniques and aids used in current lesson plans and give assistance in the construction of new lesson plans. The approach I have outlined for this function is covered in Attachments C and D.

6. Recommendations: Inasmuch as the need for this assistance appears to be the greatest in the QMD because it is revising and constructing new lesson plans for [REDACTED], I should like to assign [REDACTED] to assist the QMD instructors during their preparatory phase rather than attempting complete coverage of all TR(C) courses at this time.

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[REDACTED]
Chief, Training Materials Staff)

Attachments: 4

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